

~~CONFIDENTIAL~~

25 September 1956

MEMORANDUM FOR: Technical Accounting Staff

FROM : Chief, Finance Division

SUBJECT : Proposed [REDACTED] Preparation of Travel Voucher

25X1A

The following comments are offered for consideration in connection with the above referenced proposed regulation:

25X1A Paragraph 2 b - It is suggested that the second sentence of this paragraph be rewritten to clarify its intent. Obviously, as an example, many employees recently authorized and performing [REDACTED] would not present a travel voucher at no cost to the Government.

Paragraph 3 e - Recognition should be given to receipts retained by the Division for security reasons. Specific mention should be made on the vouchers indicating the individual receipts retained and a specific certification by the Approving Officer that they are so retained and are available to Finance Division for inspection. It is suggested the last sentence of this paragraph be rewritten as follows: When the duties of the traveler are of a confidential nature and the public interest so requires, or security considerations preclude obtaining receipts, certification to this effect shall be made by the traveler.

Paragraph 3 f - Tips/fees paid to porters or baggagemen for handling of baggage at terminals are now allowed. Consideration should be given to Budget Circular A-7 - Revised Standard Government Travel Regulations.

Paragraph 5 - General - The per diem policy per proposed [REDACTED] should be adequately reflected throughout the illustrations contained in this paragraph.

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Paragraph 5 b (1) - Special emphasis should be placed on citing employees full name (the use of the middle initial when one exists). Headquarters Audit has commented frequently on this deficiency.

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Paragraph 5 b (13) - The proper method of computing deductions from per diem where Government meals or quarters are furnished w/o charge should be specified in the text, as well as in the Travel Voucher illustration. It is suggested that appropriate excerpts from proposed [REDACTED] be made a part of the text.

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Paragraph 5 b (25) - See comments offered under 5 b (13) above.

Paragraph 5 b (30) - Verify rates with Standard Government Travel Regulations, Budget Circular A-7.

Paragraph 5 b (35) - Point out that per diem for rail and air transportation overseas is now \$6.00 per day. See OGC decision dated 29 August 1956, and Budget Circular A-7.

Paragraph 8 - PCS travel to Class A Stations will normally be settled at the station. Recognition of this fact should be made in this paragraph.

[REDACTED]  
Chief, Finance Division

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Attachment:

[REDACTED] 25X1A

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